

Faculty of Arts and Social Sciences (FASS)

Operational plan for staff and students with focus on academic learning spaces (lockdown Level 1)

1. General Institutional Information

Please refer to the university's [COVID-19 webpage](#) which includes frequently asked questions (FAQs), as well as a record of all communication and updates since the start of the pandemic.

2. Collective Responsibility

Risk management in the Covid context is the collective responsibility of all staff and students. It's a collaborative effort where we depend on each other to adhere to recommended protocols. All students must adhere to the institutional student Covid Code of Conduct. The content thereof will be made available via official, institutional communication channels.

3. Covid Awareness and Self-training

Please refer to the university's "[Covid-19 Awareness Training and Induction](#)" which is available as a Powerpoint presentation. Although this training document is mainly aimed at staff, the content is also relevant for students.

4. Self-screening via Higher Health Healthcheck

All staff and students should do self-screening each day that they visit the campus. This should be done by using the Higher Health risk assessment tool "HealthCheck" which is only available at the web address <https://healthcheck.higherhealth.ac.za>. It is recommended to do the self-screening on a cellphone since the result thereof has to be presented at buildings on campus.

5. Personal Protective Equipment (PPE)

From 15 March the University will provide all students on campus with PPE (typically a mask and a bottle with sanitising liquid). PPE will be distributed from various general points on campus, at residences and cluster hubs. Staff members receive PPE through their department/centre. Departmental chairs and secretaries have been informed about the ordering process and PPE available from the Purchasing and Provision Services Division. Staff and students can also use their own mask and sanitizing bottle but just keep in mind that the mask must be a cloth or medical disposable mask.

6. At a Building

- Where practical, buildings will have marked doors for entrance and exit only.
- No mask, no entry.
- Sanitising stations are provided at building entrances.
- Staff and students will only be allowed access to academic buildings when the Higher Health Application on their phones is displayed and shows a green result (low risk level). This will be checked at entrances to buildings. All staff and students should have their Stellenbosch University identity cards on their person at all times. Spot checks may be done in any faculty building or venue to confirm that the self-screening was done.
- No register or signing in or temperature screening at buildings is required.

7. Capacity and Seating Plan of Lecture Halls

The national Covid regulations and current lockdown level has an impact on the size of indoor and outdoor gatherings, and the capacity of lecture halls will be adapted accordingly. At the entrance of each lecture

hall a capacity compliance certificate has been attached that indicates the maximum number of students allowed in the specific venue taking into account physical distancing. Seats where students may sit are indicated with some type of sticker, and in one period a class should sit at only one type of sticker. E.g. in the Arts Building and the Wilcocks Building green and orange stickers are used to indicate two sets of usable seats in schedulable lecture halls. Classes in a lecture hall should as far as possible rotate between the two sets of seating, i.e. all classes starting on even hours (08:00, 10:00 etc.) should use “green seats” and those starting on odd hours (09:00, 11:00 etc.) should use “orange seats”. The idea here is to try and limit contact with the same piece of desk during a day, and to spread the wear and tear by not using the same seats all the time (perhaps more applicable to venues with upholstered seats). Information on the seating capacity of venues associated with FASS has been provided to all departmental chairs and secretaries. Information on venues for the whole campus has been provided on [Sharepoint](#) by the SU Timetable Office.

8. Class Groups and Attendance Register

Depending on the mode of offering and the class size of modules, lecturers will divide class groups into smaller groups, and a student will therefore be invited by his/her lecturer to attend face-to-face learning opportunities of a specific module based on these groups. Lecturers should keep attendance registers of all classes – if not by electronic means then a paper record will also do. Staff have been informed of resources for this purpose (i.e. Group Choice and Attendance activities within SUNLearn). A register should also be kept for any meetings within departments that are held with larger groups of people – for example the Outlook invite can suffice for that.

9. In a Lecture Hall

- Students should not attend face-to-face sessions if they show any Covid symptoms. Stay at home if you begin to feel unwell, even with mild symptoms such as a headache and slightly runny nose, until you are fully recovered.
- Where practical, at entrances of lecture halls markings on the floor will encourage students to maintain physical distancing. Where possible, lecture halls will have marked doors for entrance and exit only.
- Students should adhere to physical distancing when entering and leaving venues.
- The wearing of masks is compulsory in lecture venues during the entire duration of every lecture.
- Students must execute whatever attendance mechanism is utilised by the lecturer (e.g. scan the applicable QR code to complete the attendance register on SUNLearn).
- Students should minimise physical contact with doors, walls, desks, and other fixtures in the venues and the building.
- Students have to bring their own sanitizing spray/wipe to class and use it to disinfect the area where they sit.
- Staff will be provided with sanitising material on the lectern or lecturer’s desk.
- Lecturers should encourage students to always sit in the same seat in a specific venue, since this might assist with contact tracing if needed.
- Staff and students should be aware of instances of scheduled loadshedding, and allow for possible intervals of interruption of network connectivity during switching between backup power and main power.
- At the end of each class students must leave the venue in an orderly manner (e.g. row by row).

10. Ventilation and Airconditioning

- All airconditioning systems are maintained by Facilities Management. A standard operating procedure (that adheres to safety protocols required for Covid-19) has been put in place. The Dean has also communicated with departmental chairs on the matter of airconditioning.
- In lecture halls and offices where airconditioning systems are available, windows must not be opened as this hampers the functionality of the system.
- In venues and offices where there is no airconditioning and it is possible to open windows, please open windows for ventilation. Close windows on leaving or after the daily lectures.
- During load shedding subject to the availability of backup power the airconditioning system will ensure that most lecture halls have natural airflow, therefore classes may continue. In venues with no natural ventilation through windows or via the airconditioning system, classes will have to be suspended during load shedding.
- Should an airconditioning system not function at any given time and no natural ventilation from windows is possible, the class may not continue.
- Should a class be dismissed (e.g. because of a lack of ventilation), the lecturer may excuse students attending the face-to-face session and consider continuing the lecture via streaming.

11. General Cleaning

The general guideline is that all contract (i.e. Metro) and in-house (i.e. own assistants) cleaning services return to the status quo of 2019, taking into account any Covid requirements. Departments must ensure that the necessary arrangements are in place for the cleaning of their departmental/internal learning spaces. Lecture halls will be cleaned after hours. Priority sanitising (4x per day) will be carried out in high touch areas, e.g. toilet cubicle door handles, taps, stair balustrades, lift buttons etc.

12. Access to Humarga

The computer user area will be open on Monday to Friday at 08:00-22:00 and on Saturday at 08:00-16:00. Please consult the Humarga website (<http://rga.sun.ac.za/humarga/>) for any specific arrangements or changes.

13. Covid-19 Symptoms and/or Positive Test

- Students with Covid-19 symptoms, or who have tested positive for the virus or have had high-risk contact, must self-isolate for ten days. Refer to the [protocol](#) for isolation, quarantine and self-isolation. This document has a focus on students in a residence but is also applicable to students who make use of any other type of accommodation.
- If a student should experience Covid symptoms during class, he/she should please report this to the lecturer, immediately leave the class and report to the SU Campus Health Services office in person without making physical contact with any other person. On the Stellenbosch campus, the office of Campus Health Services is at 7 Claassen St, and the Google map address is -33.93529, 18.86940. The contact phone number is 021 808 3496/3494. After the student has left the classroom, the class will continue. Those students who did not keep a distance of at least 1,5m from the symptomatic student during class, need to report to the lecturer, who will record their details for tracking purposes should it become necessary.
- N.B. Should a student or staff member test positive for Covid, he/she must report this to the SU Campus Health Services (Stellenbosch campus, 021 808 3496/3494 or after hours emergency number 076 431 0305). It must also be reported to the staff member's line-manager. Campus

Health Services together with the student/staff member will then determine the transmittable period and facilitate contact tracing.

14. Personal Well-being

Staff should take note of the Employee Assistance Programme (EAP) by Human Resources (HR) which offers Covid-19 support. Please consult the HR website for more information or contact Ms Shibu Mamabolo, Head: Employee Wellness, at shibu@sun.ac.za.

15. Important/Useful phone numbers

- Campus Health Services Stellenbosch: 021 808 3494/3496/3169 or after hours and emergencies 076 431 0305
- SU ER24 number: 010 205 3032
- Campus Security Stellenbosch: 021 808 2333
- Careways: toll-free line 0800 004 770 is a 24/7 helpline for trauma, debriefing and crisis intervention
- SADAG (South African Depression and Anxiety Group) 24 hour helpline: 0800 456 789 (www.sadag.org)